

PUBLIC WORKS SUPERVISOR

DEFINITION

To plan, organize, supervise, and participate in the work of crews engaged in the construction, maintenance and repair of public works projects and related facilities; provide for the instruction and training of assigned staff; and to perform a variety of technical tasks relative to assigned area of responsibility

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise, review and participate in the work of staff involved in the construction, maintenance and repair of City's streets, sidewalks, curbs, gutters, sewers, metering stations, storm drains, and appurtenances.

Set work standards and establish work schedules; inspect work in progress and upon completion; visit work sites.

Review and evaluate employees' work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Participate in the selection of staff and provide or coordinate staff training such as respiratory equipment, gas monitors, and forklift among others in related areas.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Assist in the application for permits from various regulatory agencies; complete required forms; provide information on projects; and coordinate with internal and external customers on permit process.

Review work orders and inspect sites where work is to be performed.

Provide input on Capital Improvement Projects (CIP) as needed.

Assist in budget preparation and full cost recovery documents as necessary.

Estimate time, cost, labor, equipment, and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Monitor work activities to ensure compliance within established policies and procedures; instruct crews on proper work and safety procedures and ensure compliance; conduct safety meetings.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Operate City vehicles skillfully and safely.

Maintain work related records and prepare various reports using a computer.

Interpret drawings, diagrams, specifications, and blueprints as required.

Act as Public Works Manager/Wastewater Collection Manager in his/her absence as assigned.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, materials, equipment, and procedures used in public works maintenance, repair, and construction of City's streets, sewers, storm drains, and related structures.

Principles and practices of supervision, training, and performance evaluation.

California Vehicle Code sections related to area of assignment.

Federal, State, and local codes and regulations related to assignment.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Principles and practices of conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Interpret and explain pertinent City and department policies and procedures.

Plan, organize, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer; assist in budget preparation.

Read and interpret engineering construction plans.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decisions within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience in street and sewer maintenance, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, effective communication, leadership, or related area.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch, or stoop for varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; work underground in confined spaces or trenches, and at times perform sustained heavy physical activities on a continual basis; lift or carry weight of 100 pounds or less; communicate in person, use a two-way radio, and use a telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, raw sewage, physical barriers, and around heavy equipment or around potentially hazardous substances; work underground, in confined spaces or trenches on slippery or uneven surfaces, or when assigned to wastewater section.

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